



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2-10-15	<u>Interviewer:</u> MC	<b>RFA #15 – 04 – A</b>
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Discrimination based upon disability		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male x   Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student x  
 Concern Regarding:    Male ☐   Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
2-10-15	Brenda Kotewa calls MC	Brenda Kotewa, Disability Management and Accommodations Counselor, contacted Mohammed Cato and let him know that she referred [REDACTED] to the EO office due to concerns related to student teaching.
2-13-15	[REDACTED] meets with MC at the EO Office.	MC reviews EO protocol with [REDACTED] and [REDACTED] indicates that he would like MC to handle his concerns informally if possible. [REDACTED] is a Woodring student and he had his student teaching winter quarter.  [REDACTED] shares that he quit his job in December 2014 for a student teaching placement at [REDACTED] Middle School. The position required him to arrive at the school at 7:40am. In order to arrive on time [REDACTED] left his residence at 7:00am while it was still dark. [REDACTED] disclosed that he has a mood disorder that impacts his sleep so he must rest at specific times. The early start time had a negative impact on his sleep regimen and the dark affected his mood so he requested an

		<p>accommodation to start later in the day.</p> <p>█████ then provides MC with the following background information:</p> <p>2-5-15: Marilyn (WWU Student Teacher Liaison) observed █████ during a fourth period class. Later she disclosed that █████ (Gateway Teacher) had been impressed with █████ knowledge of biology but was surprised with █████ lack of computer competencies. After the conversation, █████ decided to disclose his mood disorder and sleep challenges to █████.</p> <p>2-9-15: █████ met with Marilyn, █████ (Gateway Principal) and Jennifer McCleery (Western Washington Director of Teacher Education, Admission and Field Experiences) about receiving accommodations for his disability. According to █████ and Jennifer, the group agreed on a tentative solution: █████ will come to school at 7:40am on Mondays and Fridays and arrive later on Tuesdays, Wednesdays and Thursdays, as long as █████ submits his lesson plans on time. █████ indicated it shouldn't be a problem but didn't want to guarantee anything.</p> <p>2-10-15: █████ arrived at work and the security guard told him that he didn't have authorization to enter the classroom. Later conversations would reveal that █████ sent Jennifer a message at 10pm the night before about releasing █████ but did not inform █████.</p> <p>█████ requested assistance in seeing if his disability could be accommodated and that he received another opportunity to do his student teaching at another school.</p> <p>MC explained to █████ that Brenda (his DRS counselor) and Jennifer were in the best position to assist him with the aforementioned items but that MC would be more than happy to facilitate those discussions.</p>
2-19-15	█████ calls MC	<p>█████ contacts MC and informs him that he hasn't heard from Jennifer and that he is concerned because he doesn't have a placement and his tuition award is based upon his student teaching status. MC suggests that █████ contact the Registrar's Office and Financial Aid to resolve questions about his tuition schedule. MC also suggests that █████ contact DRS.</p> <p>MC leaves a message with Jennifer, updating her on █████ situation.</p> <p>MC contacts Brenda to inquire if she has checked in with █████.</p>
2-20-15	Jennifer McCleery emails MC	<p>Jennifer McCleery sends █████ an email (MC is cc'd). Jennifer informs █████ that they are working on a placement in King County. She also discusses grades and areas of improvement for █████.</p>
3-30-15	█████ calls EO	<p>█████ expresses concerns that there hasn't been any progress in his placement. He had a potential placement but the teacher needed him to start at 7:30am and he can't start that early due to his disability</p>
3-30-15	MC calls Jennifer to obtain an update of █████ potential	

	placements	
3-31-15	MC has two phone conversations with Anna Blick and David Brunnemer about reasonable accommodations for [REDACTED]	
4-6-15	Jennifer McCleery emails MC	Jennifer informs MC that [REDACTED] has been placed at [REDACTED] High School in Seattle.
4-7-15	MC calls [REDACTED] to confirm placement	[REDACTED] confirms that he has been placed at [REDACTED] High School and is satisfied with EO's involvement in the matter.